

**Human Resources Assistant (T)**

**Human Resources Assistant**

**Supervisory Disbursing Specialist (T)**

**Supervisory Disbursing Specialist**

**Security Technician (T)**

**Security Technician**

**Project Management Specialist (Climate Change Adaptation)**

**Project Management Specialist (Climate Change Adaptation)**

FSN#2011/111 (T)

**Human Resources Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Human Resources Assistant FSN-7; FP-7 (Trainee)

**OPENING DATE:** September 23, 2011

**CLOSING DATE:** October 6, 2011

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Not Ordinarily Resident (NOR): FP-7  
Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Assistant in its Regional Human Resources Office located 120-122 Wireless Road Lumpini Pathumwan Bangkok.

**BASIC FUNCTION OF POSITION:**

Provide services on all aspects of locally-employed personnel administration function, e.g. recruitment, employee counseling, retirement, efficiency reports, employee benefit, incentive awards, health benefit plan, personnel actions. Also perform specific technical support functions relating to the human resources program

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible

Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Human Resources, Business Administration, Psychology, Communications or related disciplines; (2) At least three years of progressively responsible experience in administering human resources; (3) Level 4 (Fluent) speaking/reading/writing English and Thai is required; (4) Must be tactful, possess good judgment, and be able to maintain effective working relationships with employees and their supervisors, and have counseling skills; (5) Must have good computer skills.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

Regional Human Resources Office  
Attention: Recruitment  
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand  
E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)  
Fax: 02-205-4928

**PLEASE ATTACH A COPY OF TRANSCRIPT**

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**CLOSING DATE FOR THE POSITION: OCTOBER 6, 2011**

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FSN#2011/111

**Human Resources Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Human Resources Assistant FSN-8; FP-6

**OPENING DATE:** September 23, 2011

**CLOSING DATE:** October 6, 2011

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Not Ordinarily Resident (NOR): FP-6  
Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Assistant in its Regional Human Resources Office located 120-122 Wireless Road Lumpini Pathumwan Bangkok.

**BASIC FUNCTION OF POSITION:**

Provide services on all aspects of locally-employed personnel administration function, e.g. recruitment, employee counseling, retirement, efficiency reports, employee benefit, incentive awards, health benefit plan, personnel actions. Also perform specific technical support functions relating to the human resources program

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Human Resources, Business Administration, Psychology, Communications or related disciplines; (2) At least three years of progressively responsible experience in administering human resources; (3) Level 4 (Fluent) speaking/reading/writing English and Thai is required; (4) Must have good working knowledge of 3FAM, Employee's Handbook, Department's personnel regulations or management instructions related to the Local Employment Program; (5) Must be tactful, possess good judgment, and be able to maintain effective working relationships with employees and their supervisors, and have counseling skills; (6) Must have good computer skills.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: OCTOBER 6, 2011**

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FSN#2011/112 (T)

**Supervisory Disbursing Specialist**

**OPEN TO:** All interested candidates

**POSITION:** Supervisory Disbursing Specialist, FSN-11; FP-4, Trainee

**OPENING DATE:** September 30, 2011

**CLOSING DATE:** October 20, 2011

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Not Ordinarily Resident (NOR): US\$ 53,003 per annum (minimum starting salary)  
(Position Grade: FP-4 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 1,179,069 per annum (minimum starting salary)  
(Position Grade: FSN-11)

The U.S. Embassy in Bangkok is seeking an individual for the position of Supervisory Disbursing Specialist in its Disbursing division, Global Financial Service Center (GFS) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serve as the senior Disbursing Specialist, providing managerial oversight responsibility for Disbursing operations of 60 posts served by GFSC which include cashier monitoring, bank reconciliation, disbursing and collections and foreign currency purchasing. Provide analyses and advice concerning all matters of operational oversight, interdivision coordination, and maintaining the efficient and effective workflow. Perform the full range of supervisory duties for all division staff and also respond to complex technical inquiries from USDO, A/USDO, Director, FMOs and Management Officers from the entire serviced regions.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Accounting, Finance, Business Administration, or related field; (2) Seven years of progressively responsible experience in accounting or financial field, of which at least one year of experience working at a senior level of responsibility in private, public or US government accounting or finance (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must have an in-depth and expert level of knowledge and understanding of general accounting principles and/or international banking regulations as well as, cash management, account payable, disbursing operations and audit or internal controls; (5) Must possess a very high level of analytical skill, identify probable causes, and determine appropriate corrective action; (6) Must possess interpersonal and communication skills.

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SALARY RANGE:**

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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**CLOSING DATE FOR THE POSITION: OCTOBER 20, 2011**

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FSN#2011/112

**Supervisory Disbursing Specialist**

**OPEN TO:** All interested candidates

**POSITION:** Supervisory Disbursing Specialist, FSN-12; FP-3

**OPENING DATE:** September 30, 2011

**CLOSING DATE:** October 20, 2011

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Not Ordinarily Resident (NOR): US\$ 65,413 per annum (minimum starting salary)  
(Position Grade: FP-3 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 1,439,657 per annum (minimum starting salary)  
(Position Grade: FSN-12)

The U.S. Embassy in Bangkok is seeking an individual for the position of Supervisory Disbursing Specialist in its Disbursing division, Global Financial Service Center (GFS) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serve as the senior Disbursing Specialist, providing managerial oversight responsibility for Disbursing operations of 60 posts served by GFSC which include cashier monitoring, bank reconciliation, disbursing and collections and foreign currency purchasing. Provide analyses and advice concerning all matters of

operational oversight, interdivision coordination, and maintaining the efficient and effective workflow. Perform the full range of supervisory duties for all division staff and also respond to complex technical inquiries from USDO, A/USDO, Director, FMOs and Management Officers from the entire serviced regions.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Accounting, Finance, Business Administration, or related field; (2) Eight years of progressively responsible experience in accounting or financial field, of which at least two years of experience working at a senior level of responsibility in private, public or US government accounting or finance (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must have an in-depth and expert level of knowledge and understanding of general accounting principles and/or international banking regulations as well as, cash management, account payable, disbursing operations and audit or internal controls; (5) Must possess a very high level of analytical skill, identify probable causes, and determine appropriate corrective action; (6) Must possess interpersonal and communication skills.

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SALARY RANGE:**

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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**CLOSING DATE FOR THE POSITION: OCTOBER 20, 2011**

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FSN#2011/115 (T)

**Security Technician**

**OPEN TO:** All Interested candidates

**POSITION:** Security Technician, FSN-5; FP-9

**OPENING DATE:** September 30, 2011

**CLOSING DATE:** October 13, 2011

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Not Ordinarily Resident (NOR): FP-9  
Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Technician in its Engineering Service Center (ESC) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Provide the repair and/or maintenance as well as installation service of unclassified technical security equipment in various designated post under the East Asia and Pacific Region including Bangkok, Chiang Mai, Phnom Penh, Vientiane and Rangoon.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) High Vocational Degree in Electronics/Electrical/Mechanical Engineering is required; (2) A minimum of four years prior experience working in major repairs and installation of electrical and heavy duty mechanical equipment, closed circuit television, alarm systems, public address and vehicle arrest systems is required; (3) Must be able to read, write, speak and comprehend English at Level III (good working knowledge); (4) Must be able to use the Computer Aided Design (CAD) software to create wiring diagrams and drawing the installed equipment; (5) Must be able to drive and possess a valid Thai's driver license.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: OCTOBER 13, 2011**

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FSN#2011/115

**Security Technician**

**OPEN TO:** All Interested candidates

**POSITION:** Security Technician, FSN-6; FP-8

**OPENING DATE:** September 30, 2011

**CLOSING DATE:** October 13, 2011

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Not Ordinarily Resident (NOR): FP-8  
Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Technician in its Engineering Service Center (ESC) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Provide the repair and/or maintenance as well as installation service of unclassified technical security equipment in various designated post under the East Asia and Pacific Region including Bangkok, Chiang Mai, Phnom Penh, Vientiane and Rangoon.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) High Vocational Degree in Electronics/Electrical/Mechanical Engineering is required; (2) A minimum of five years prior experience working in major repairs and installation of electrical and heavy duty mechanical



equipment, closed circuit television, alarm systems, public address and vehicle arrest systems is required; (3) Must be able to read, write, speak and comprehend English at Level III (good working knowledge); (4) Must be able to use the Computer Aided Design (CAD) software to create wiring diagrams and drawing the installed equipment; (5) Must be able to drive and possess a valid Thai's driver license.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: OCTOBER 13, 2011**

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FSN#2011/113 (T)

**Project Management Specialist (Climate Change Adaptation)**

**OPEN TO:** All Interested Candidates (THAI Citizens)

**POSITION:** Project Management Specialist (Climate Change Adaptation), FSN-11 (Trainee)

**OPENING DATE:** September 30, 2011

**CLOSING DATE:** October 13, 2011

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of Project Management Specialist (Climate Change Adaptation) in the U.S. Agency for International Development/Regional Environment Office (REO) located at Athenee Tower, Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Responsible for planning, developing, managing, monitoring, and reporting environmental activities and programs across Asia and the Pacific, consistent with the RDMA's priorities and USAID development objectives. A primary focus area for this position is addressing climate change-related challenges, particularly with respect to climate change adaptation and increasing the adaptation capacity and resilience of communities and countries to the negative impacts of climate change in Asia and the Pacific.

**QUALIFICATIONS REQUIRED:**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Master's Degree or equivalent in at least one of the following subject areas: climate change; environmental or ecosystem sciences; civil, environmental or irrigation engineering; architecture; disaster risk management sciences; earth and general sciences including chemistry, geography, geology, hydrology, meteorology, physics, oceanography, or geophysical sciences; life sciences including agriculture, biology, botany, zoology, marine biology, medical doctor, public health, or veterinary medicine; natural resources management including forestry, water resources, marine resources, or coastal environments; urban and/or regional planning; sociology, socio-anthropology or socio-geography; or, public policy, political science, governance, or economics; (2) At least six years of program or project management experience in addressing environmental issues, with at least three years of this experience in climate change adaptation and resilience, or a climate change/ disaster risk reduction - related field such as water supply & sanitation, flood mitigation, urban planning, watershed management (including payments for ecosystem services); (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Must have demonstrated knowledge and understanding of the critical threats and negative impacts facing Asia due to climate change; (5) Must have the demonstrated capability to design and implement environment programs in a development context and to collaborate with diverse stakeholders and partners; (6) Must possess excellent communication skills and strong presentation skills.

**SUBMIT APPLICATION TO:**

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Attention: Recruitment  
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**CLOSING DATE FOR THE POSITION: OCTOBER 13, 2011**

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FSN#2011/113

**Project Management Specialist (Climate Change Adaptation)**

**OPEN TO:** All Interested Candidates (THAI Citizens)

**POSITION:** Project Management Specialist (Climate Change Adaptation), FSN-12

**OPENING DATE:** September 30, 2011

**CLOSING DATE:** October 13, 2011

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of Project Management Specialist (Climate Change Adaptation) in the U.S. Agency for International Development/Regional Environment Office (REO) located at Athenee Tower, Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Responsible for planning, developing, managing, monitoring, and reporting environmental activities and programs across Asia and the Pacific, consistent with the RDMA's priorities and USAID development objectives. A primary focus area for this position is addressing climate change-related challenges, particularly with respect to climate change adaptation and increasing the adaptation capacity and resilience of communities and countries to the negative impacts of climate change in Asia and the Pacific.

**QUALIFICATIONS REQUIRED:**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Master's Degree or equivalent in at least one of the following subject areas: climate change; environmental or ecosystem sciences; civil, environmental or irrigation engineering; architecture; disaster risk management sciences; earth and general sciences including chemistry, geography, geology, hydrology, meteorology, physics, oceanography, or geophysical sciences; life sciences including agriculture, biology, botany, zoology, marine biology, medical doctor, public health, or veterinary medicine; natural resources management including forestry, water resources, marine resources, or coastal environments; urban and/or regional planning; sociology, socio-anthropology or socio-geography; or, public policy, political science, governance, or economics; (2) At least seven years is required of program or project management experience in addressing environmental issues, with at least three years of this experience in climate change adaptation and resilience, or a climate change/ disaster risk reduction -related field such as water supply & sanitation, flood mitigation, urban planning, watershed management (including payments for ecosystem services); (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Must have demonstrated knowledge and understanding of the critical threats and negative impacts facing Asia due to climate change; (5) Must have the demonstrated capability to design and implement environment programs in a development context and to collaborate with diverse stakeholders and partners; (6) Must possess excellent communication skills and strong presentation skills.

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